



Chief Deputy - Enforcement

Job Description

Department: Sheriff
Position: Appointed
Grade: 519
Supervisory: Supervisor
Reports to: Sheriff or Under Sheriff

Summary

Under general guidance and direction of the Sheriff or Under Sheriff, performs administrative law enforcement work in supervising, planning, coordinating, and directing the activities and personnel of the Enforcement Bureau of the Sheriff's Office. This position is appointed by the elected County Sheriff and determines key policies within the assigned bureau.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and direct the work and personnel of assigned divisions; make staffing decisions within assigned divisions relating to hiring, training, performance evaluation, scheduling of work load, delegation of assignments, administration of disciplinary action, and retention of assigned personnel.
2. Compile, maintain, and review all reports, daily work records, time cards, payroll information, budget documents, work specifications, work schedules, and appropriate personnel documentation within the assigned bureau.
3. Oversee and correlate bureau involvement with other divisions, other county departments, volunteer groups, outside agencies, and other law enforcement agencies; interact with the community and serve on various committees and groups; communicate with citizens, judges, attorneys, and other law enforcement agencies on bureau matters.
4. Oversee preparation of the budget for assigned divisions including preparing federal grant applications and related reports, evaluating equipment needs, and monitoring and approving purchase orders and expenditures as needed.
5. Evaluate training needs and ensure training requirements are met by recommending and locating training resources; meet with personnel to plan, implement, and evaluate department goals.
6. Issue directives and interpret policies and procedures for the bureau and/or assigned divisions; develop, write, and implement new policies to reduce liability, update practices, and increase professionalism.

For Office Use Only

Job Code: 1420
Job Title: Chief Deputy – Enforcement
FLSA: Exempt
Effective Date: 5/6/2019
Public Safety: Yes

Worker's Compensation: County
Background Level: Sworn
Safety Sensitive: Yes
DOT: No
ML: Bureau Director

7. Oversee investigations of employee misconduct and meet with personnel to resolve disputes and conflicts; make recommendations for final disposition.
8. Act as Incident Commander as needed; perform duties of subordinates as necessary to ensure functional operation of assigned bureau.
9. Preserve the peace by enforcing federal, state, and local laws; make lawful arrests for criminal activities; perform field work and participate in major criminal investigations as needed including employing investigative techniques to locate fugitives and executing search and arrest warrants.
10. Coordinate the contracting of law enforcement services to other cities.
11. Gather budget requests from Lieutenants to prepare annual budget proposals.
12. Supervise remodeling projects or construction of new facilities.
13. Develop inventory forms and maintains records for vehicles, radios, firearms, and key assignments.
14. Coordinate the collection and distribution of technical data.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with other members of management and staff.

Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations
- Knowledge of Sheriff's Office Policy and Procedures
- Knowledge of county, state, and federal codes and laws pertaining to law enforcement
- Knowledge of standard practices and operating procedures of law enforcement activities and programs, including corrections and jail administration, and search and rescue investigations
- Knowledge of strategic planning, goal setting, and program development and implementation
- Knowledge of management operations and supervisory techniques
- Skilled in reading, writing, business math, and bookkeeping
- Skilled in developing and monitoring budgets
- Skilled in word processing, creating spreadsheets, basic computer programs, and document composition
- Skilled in operating and maintaining a variety of law enforcement equipment including firearms
- Skilled in using weaponless self-defense and restraining techniques
- Skilled in the operation and use of restraining devices
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to coordinate multiple tasks efficiently
- Ability to effectively supervise others including motivating, coaching, evaluating performance, and administering discipline
- Ability to make public presentations

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Supervisory Responsibility

This position has direct supervisory responsibility for the division commanders (Lieutenants) of the Enforcement Bureau and the Enforcement Bureau Office Manager.

Work Environment

Work is regularly performed in environmentally controlled office but may be performed for sustained periods outdoors and in all weather conditions. The noise level in the work environment is usually moderate. While performing the work, the employee is exposed to potentially hostile situations and to unknown and dangerous conditions. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. This role requires the use of protective devices such as personal body armor, masks, goggles, and gloves. Work exposes the incumbent to individuals who are agitated, angry, otherwise upset, or uncooperative. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, walk, talk, and hear. Specific vision abilities by this job include close vision, color vision, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to thirty (30) pounds. The performance of this job exposes the employee to hazard uncertainty and requires physical readiness and conditioning. The employee may be required to restrain individuals weighing two hundred (200) pounds or more. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

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Recommended Education and Experience

1. Bachelor's Degree or equivalent in police science, criminal justice, business management, or a closely related field.
2. Eight (8) years of experience performing law enforcement activities in the capacity of a certified Law Enforcement Officer and/or Certified Corrections Officer.
3. Work experience must include a minimum of one (1) year of supervisory experience that included policy and budget implementation and other administrative responsibilities.
4. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Upon appointment to this classification, incumbent must possess, and thereafter maintain Law Enforcement Officer certification through the Utah State Peace Officer Standards and Training (POST) Agency.
2. Incumbent is required to maintain POST certification and successfully complete required annual training.
3. Incumbent may be required to successfully complete annual Emergency Vehicle Operation training.
4. Incumbent may be required to maintain annual weapons qualification for all assigned weapons.
5. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
6. Selected applicants will be required to submit to a pre-employment drug screen and background check.

Note: Requirements for obtaining Law Enforcement Officer certification include being twenty-one (21) years of age, being a United States citizen, and the ability to meet the required fitness levels of the Cooper Single Norm Physical Assessment Test.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

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Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

Director – Human Resources _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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